

**National Council of Negro Women, Inc.
Loan Executive to President**

**Washington, DC
1992 - 1997**

Served as Senior Advisor to the President/CEO on planning and execution of major national initiatives in collaboration with the corporate, public and private sector.

Developed strategies for increasing the participation of the membership of the national affiliated organizations of NCNW.

Collaborated with staff and facilitated the organization of conferences and special events.

Conducted advance work for national meetings/conferences featuring the President/CEO. Provided leadership and coordination to major collaborative programs with federal agencies such as the National Park Service, the Smithsonian Institution as well as corporations such as the Quaker Oats Company, Anheuser- Busch Company, Inc. and a number of other public and private organizations.

Collaborated with President/CEO and developed concepts and strategies for the first National Centers for African American Women.

Conceptualized and initiated creative projects that not only promoted the mission of NCNW but generated funds as well.

**The Martin Luther King, Jr.
Federal Holiday Commission**

**Washington, DC
1989-1992**

Deputy Executive Director

As the Deputy Executive Director in charge of the Washington Office, managed the events of the Commission and acted as primary liaison with Commission members made up of representatives from the Executive Branch, U.S. Congress and Coretta Scott King; supervised a professional staff of 21 located in the Washington, DC and the Atlanta, Georgia offices; administered the budget and directed corporate fundraising; managed strategic plans for events, publications and legislative activity; and acted as media/government representative of the Commission.

Responsibilities:

Collaborated with Mrs. King, the Commission Chairman and the Executive Director, on major national initiatives promoting the vision of Dr. King and the mission of the Commission.

Provided leadership and training to staff and committees on the mission and goal of Martin Luther King Federal Holiday Commission.

Collaborated with leadership of Federal agencies in the recruitment and supervision of Federal loan personnel, interns, volunteers, and staff as a cost savings to the Commission.

Provided guidance in the compilation of data and preparation of the annual Commission Budget to the OMB and the Congress.

Represented the Commission at workshops, hearings and private and public gatherings.

Planned and directed the following Commission special events:

- Annual National Education Conference
- Annual International Interfaith Prayer Breakfast
- Annual meeting and Recognition Luncheon of the Federal Commission
- Federal Employee and Agency Tributes or rallies in Washington, DC
- Liberty Bell Ceremony and Civic Luncheon in Philadelphia, PA
- Quarterly luncheons and meetings of the Commission in Washington, DC

Provided supervision for the staffing of the following National Committees:

- Religious involvement; Libraries; Professional, Social and Civic organizations;
- Youth, College and University Students, Civil Rights and Human Rights,
- Military, Federal Employee and Agency involvement and industry, and Civic
- and Youth organizations.

Prepared data for the Annual Report to the Congress and the President.

Researched and prepared reports, testimony, speeches, briefing materials and media presentations for the Chairman and Commission members.

Provided assistance and direction to officers, and members of the Federal Commission and the public regarding implementation of King Holiday initiatives.

Provided leadership in the development of National/International initiatives that encouraged the institutionalization of Martin Luther King, Jr. Holiday and Heritage Action Program.

Directed Commission participation and assistance during audits by units of government.

Provided leadership and training to staffs and committees on the mission and goals of the Martin Luther King Federal Holiday Commission.

Accomplishments:

Played a lead role with state and major Federal Agencies to promote King Holiday observances in Washington and in each of the Federal regions. During my tenure, the Commission achieved six additional state decisions to institutionalize the King Federal Holiday at the state level - a total of 49 states.

Instrumental in establishing in 1990 a Planning Committee to sponsor the first Federal Holiday Commission International Ecumenical Prayer Breakfast.

Made major improvements in the effectiveness and image of the Commission's National Committees in the areas of education, civil and human rights, peace and justice, small business and industry, civic and youth organizations. Enhanced pro bono services and public relations through on-going public relations efforts. Instrumental in negotiating additional loan personnel for the Commission. Planned and coordinated the first Commission and Staff Retreats.

**Acting Director/Deputy Director
Office of Minority Health**

Served as the first Director of the newly established Office of Minority Health.
Directed operations of the office.
Supervised staff.
Participated in the recruitment of a Director.
Collaborated with agencies on program development.

Manager, Special Initiatives

Developed and managed special health awareness projects designed for special targeted audiences, including National Teenage Appreciation Day, AIDS in the Black Community, and Violence and Youth homicide. Represented the agency through Congressional established Task Force on women, Minorities, and the Handicapped in Science and Technology. Representative to the white House Council on Consumer Affairs. Managed the exhibit and speakers program. Developed media campaigns with national organizations to promote select health issues.

**U.S. Department of Health and Human Services
Office of the Assistant Secretary for Public Affairs**

1985 - 1987

Special Assistant for Minority Outreach to the Assistant Secretary for Public Affairs

Coordinated the transition for the Secretary's Task Force on Black and Minority Health to the establishment of the Office of Minority health. Served as principal advisor on minority outreach initiatives for the Department and external liaison with minority, religious groups and the community for public information relevant to minority health issues. Represented Assistant Secretary's Task Force on Black and Minority Health.

U.S. Food and Drug Administration

1972 - 1985

CONSUMER AFFAIRS SPECIALIST, OFFICE OF CONSUMER AFFAIRS
Administrator of the White House initiative for Historically Black Colleges and Universities

EDUCATION SERVICES OFFICER, OFFICE OF HEALTH AFFAIRS
Director of the Academic Interchange and Continuing Professional Education Program.

EDUCATION SPECIALIST, OFFICE OF PROFESSIONAL AND CONSUMER PROGRAMS
Chief Educational Advisor to Assistant Commissioner for Professional and Consumer Programs.

SUPERVISORY COUNSELING PSYCHOLOGIST, PERSONNEL OPERATIONS BRANCH
Principal Advisor to the Chief of Personnel, Counseling Psychologist for the Upward Mobility Program.

COUNSELING PSYCHOLOGIST, DIVISION OF THE PERSONNEL MANAGEMENT

McKinley High School, Washington, DC
Counselor/Chairman of the Guidance Department

1970-1972

EDUCATION

Vanderbilt University, Nashville, Tennessee
Graduate Student –Doctoral Program in Institutional Advancement
August 2000 - Present

The College of William and Mary, Williamsburg, Virginia
Certificate of Completion / National Planned Giving Institute 8-Week Course
April, 2000

John Hopkins University, Baltimore, MD
Certificate in Educational Diagnosis and Evaluation in Public Health and Medical Care
Program, 1978

Howard University, Washington, DC
Master of Arts in Education, 1971
Bachelor of Arts, Sociology/Psychology, 1966

Certificates in Management Training
Seminar of New Managers, Federal Executive Seminar Center, Berkeley, CA
Management Skills for Women and Supervisors, George Washington University

Assertiveness Training for New Managers and Supervisors
George Washington University

Developing Management Skills and Effectiveness
American Management Association

AWARDS AND RECOGNITION FOR OUTSTANDING SERVICE

U.S. Department of Health & Human Services by Louis W. Sullivan, M.D., Secretary
Award for Special Contributions and Outstanding Leadership as Deputy Executive
Director of the Martin Luther King, Jr. Federal Holiday Commission

Auxiliary to the National Medical Association
Community Service Award in Recognition of Outstanding Commitment to Medical
Education and the AIDS Prevention and Awareness Program for Youth

Office of the Assistant Secretary for Public Affairs
Certificate of Commendation

National Pan Hellenic Council
Outstanding Volunteer Award

Office of Public Affairs, U.S. Department of Health and Human Services
Outstanding Public Affairs Professional Award for creative and energetic management
of special initiatives in the Office of Public Affairs

Montgomery County, Maryland
Outstanding Volunteer Award

The Washington Post
Outstanding Volunteer Activist Award
Montgomery County Women's Coalition

Outstanding Woman of the Year

Delta Sigma Theta Sorority
Outstanding and Dedicated Services Award

Delaware Valley Association of Black Psychologists
Outstanding Achievement and Community Services

Auxiliary to the National Medical Association
Distinguished Volunteer Leadership in Birth Defects Prevention

Maryland Council of Deltas
Distinguished Service Award

Voluntary Leadership Positions

Chair, All Class Reunions Gift Campaign
Howard University

Howard University Hospital Legacy of Leadership Advisory Committee

Friends of the Dorothy I. Height Group
Coordinator

Southeastern University, Washington, DC
Member, Board of Trustees, 1987-1993

Delta Sigma Theta Sorority, Inc.
Member, National Commission on Arts and Letters
Director, Eastern Region, 1984-1989
Managed and directed operations of 129 chapters of the national organization
Provided training and technical assistance for chapters in leadership development,
Program planning, fiscal accountability, fundraising and membership
recruitment and retention.
Delivered speeches and conducted workshops
President, Montgomery County Chapter, 1977-1981

Montgomery County, MD
Member, Health Systems Planning Board
Commissioner, Commission for Women
Resource Consultant to Montgomery County Council on Violence Activities and Race
Relations

Jack & Jill of America, Montgomery County
Chairman, Ways and Means Committee, Maryland Chapter, 1979-1984
Resource Consultant

Channel 32, WHMM-TV
Coordinator of Membership Drive, 1984

Grisby For School Board and Shannon for Sure School Board Elections
Chairman, Ways and Means Committee

Resource Consultant

Letters of Commendation

Mrs. Coretta Scott King, Chairperson of the Martin Luther King, Jr. Federal Holiday Commission for outstanding service as Deputy Executive Director of the Commission.

The Honorable Otis R. Bowen, M.D., Secretary, Department of Health and Human Services for leadership to the "Secretary's Community Health Promotion Awards Program"

Governor of Ohio's Task Force on Black Minority Health for Technical Assistance to the State.

Assistant Secretary for Public Affairs for staff assistance to the Federal Agencies' initiative for the Martin Luther King, Jr. Federal Holiday

Dr. Russell Miller, Dean, Howard University, College of Medicine for coordinating Health Focus Symposium at Howard University

Dr. Louis Sullivan, President, Morehouse School of Medicine, for coordinating a National Health Education Conference for Minorities at Morehouse School of Medicine.

Special Assistant to the President of the United States for service to the White House Task Force on Consumer Affairs

Letters of Recognition for Outstanding Community Service from members of the Maryland General Assembly.

Auxiliary to the National Medical Association for outstanding service and support of the ANMA in development of programs on health and education.

MEMBERSHIPS AND AFFILIATIONS

Charter Member, Coalition of 100 Black Women, Potomac Maryland Chapter

Member, Black Women's Agenda

Delta Sigma Theta Sorority, Inc.

Honorary Member, Auxiliary to the National Medical Association

National Council of Negro Women, Inc.

Howard University Alumni Association

Friends of Smithsonian

NAACP

National Urban League

American Cancer Society

Friends of the Andrew Rankin Memorial Chapel, Howard University

National Association of Blacks in Philanthropy

SPECIAL EVENTS COORDINATOR

HIGHLIGHTS

- 1) Presidential Inaugural Ball, January 2000
- 2) Corporate and Celebrity Tribute to Dick Gregory, The Kennedy Center, 2000, hosted by Bill Cosby and Stevie Wonder
- 3) National Awards Benefit for National Association for Advancement of Haitians
- 4) INTERNATIONAL SALUTE TO DR. MARTIN LUTHER KING, JR.
Annual Breakfast Celebration of Diplomatic Corp and national leadership sponsored by Anheuser-Busch Companies the first six years. Currently sponsored by DaimlerChrysler Corporation.
- 5) CHRYSLER CORPORATION Reception for NATIONAL ASSOCIATION of BLACK JOURNALISTS at Howard University
- 6))TRIBUTE TO BLACK WOMEN COMMUNITY LEADERS
National Partnership Program between the National Council of Negro Women and the Quaker Oats Company, hosted in seven (7) major cities with a culmination Awards Gala in Washington, D.C. 1990 - 1998
- 7) CORPORATE AMERICA & FRIENDS SALUTE for DR. DOROTHY I. HEIGHT
Major Gala Fundraiser at The Kennedy Center featuring Opera star, Harolyn Blackwell and Pianist, Dorothy Donegan sponsored by major Corporations and National Organizations
- 8) "Having Our Say" Opening Night at The Kennedy Center. Dr. Camille Cosby's Play hosted at The Kennedy Center by the Chrysler Corporation with Pre Performance VIP Reception.
- 9) "Having Our Say" Broadway Opening Night and Private Reception in New York hosted by major corporations.
- 10) CONGRESSIONAL TRIBUTE TO DR. DOROTHY I. HEIGHT at THE GREAT HALL, LIBRARY of CONGRESS
Co-sponsored by Consortium on Minorities in Health and Cancer, M.D. Anderson Hospital, Baylor College of Medicine and Major Corporations.
- 11) Black Family Night TV Special with Gladys Knight, Dionne Warwick, and Nancy Wilson. Taped at UCLA and aired nationally - VIP Post event Reception.
- 12) Moments of Congratulations - Reception for Dr. Dorothy I Height on receipt of Spingarn Medal of Honor, Hosted by Anheuser-Busch.
- 13) Black Family Reunion Prayer Breakfast held annually during the NCNW Black Family Reunion Weekend on the Washington Monument Grounds hosted by major corporations and organizations.
- 14) VIP Dinner Party in honor of Dr. Dorothy I Height as recipient of the Presidential Medal of Freedom. Four Seasons Hotel Hosted by Dr Camille Cosby and Ms. Toni Fay, Time Warner, Inc.